

City of San Antonio Police Department

William P. McManus

Chief of Police



*An Organization of Value-Oriented People
Reflective of our Diversity
Dedicated to Serving the Community
With Integrity, Honor, and Fairness
That All May Know Justice, Equality
And Freedom Under the Law*

December 17, 2009

TO THE SWORN OFFICERS, CIVILIAN STAFF, AND PROSPECTIVE APPLICANTS OF
THE SAN ANTONIO POLICE DEPARTMENT

The purpose of this letter is to express my support of the equal employment opportunity process. I am strongly committed to a policy of nondiscrimination in the hiring and promoting of applicants for sworn officer and civilian staff vacancies.

To further the goals and objectives of equal employment opportunities, I am disseminating the attached Police Department Equal Employment Opportunity Plan (EEOP) as a Supplement to the City of San Antonio Affirmative Action Plan. This EEOP outlines results oriented measures designed to ensure that equal employment opportunity exists and that staffing imbalances are corrected within a reasonable period of time.

A copy of the EEOP will be displayed prominently in each Department facility. Commanders and supervisors at all levels are expected to fully support and promote the Department's commitment to equal employment opportunity. Furthermore, the staff of the Recruiting and Applicant Processing Units will ensure that a copy of the EEOP is available for review by any applicant for sworn officer positions.

Promoting equality in employment and viable affirmative action goals are high priorities in this Department. I fully support these principles and ask that each officer and civilian support them as well.

Sincerely,

William P. McManus
Chief of Police

EEOP Short Form



Wed Dec 16 15:17:35 EST 2009

Step 1: Introductory Information

Grant Title:	COPS Tech Grant	Grant Number:	2007CKWX0055
Grantee Name:	San Antonio Police Department	Award Amount:	\$6,000,000.00
Grantee Type:	Local Government Agency		
Address:	214 West Nueva Street San Antonio, Texas 78207		
Contact Person:	April Sloan	Telephone #:	210-207-7449
Contact Address:	214 West Nueva Street San Antonio, Texas 78207		
DOJ Grant Manager:	Raymond Reed	DOJ Telephone #:	202-305-0865

Grant Title:	COPS Hiring Recovery Program	Grant Number:	2009RJWX0083
Grantee Name:	San Antonio Police Department	Award Amount:	\$10,354,400.00
Grantee Type:	Local Government Agency		
Address:	214 West Nueva Street San Antonio, Texas 78207		
Contact Person:	April Sloan	Telephone #:	210-207-7449
Contact Address:	214 West Nueva Street San Antonio, Texas 78207		
DOJ Grant Manager:	Lynette Chambliss	DOJ Telephone #:	202-353-9790

Grant Title:	FY 09 Recovery Act JAG Program	Grant Number:	2009-SB-B9-2934
Grantee Name:	City of San Antonio	Award Amount:	\$4,129,105.00
Grantee Type:	Local Government Agency		
Address:	P.O. Box 839966 San Antonio, Texas 78283		
Contact Person:	April Sloan	Telephone #:	210-207-7449
Contact Address:	214 West Nueva Street San Antonio, Texas 78207		
DOJ Grant Manager:	Esmeralda Womack	DOJ Telephone #:	202-353-3450

Policy Statement:

It is the policy of the City of San Antonio to provide a work environment to all employees and applicants free of employment discrimination, harassment and sexual harassment. In addition, any behavior, regardless of intent or severity, that could be deemed inappropriate workplace behavior, but may not legally constitute employment discrimination, harassment, or sexual harassment, is prohibited. Harassment and sexual harassment are forms of discrimination that violate Title VII of the Civil Rights Act of 1964, (as amended), the Civil Rights Act of 1991, the American with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), and related State of Texas statutes. Retaliation against employees for opposing alleged employment discrimination, harassment, or sexual harassment or for filing a charge, testifying, assisting, or participating in any manner in an Equal Employment Opportunity (EEO) investigation, proceeding, or hearing is prohibited.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis chart, the City of San Antonio made the following observations:

Given the small number of jobs in job categories Officials/Administrators (16), Technicians (18), Skilled Craft (5), and Service/Maintenance (9), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market.

The groups with underutilization greater than 10% are White Males in Professional category; White Females in Professional and Administrative Support categories; and Hispanic Females in the Protective Services: Sworn - Patrol Officers category. Of these groups, only the Hispanic Female group in the Protective Service: Sworn - Patrol Officers category is greater than 20% underutilized. All numbers have been determined by using Bexar County as the comparative population group. For Sworn Patrol Officers, the City recruits from across the State of Texas and even into other areas and using the State of Texas as the relevant community labor market shows a 10% underutilization for the Hispanic Females in the Sworn Patrol Officer category. The City has focused its objectives and strategies on addressing this underutilization.

For example, for Sworn Patrol Officers recruiters currently call all females who have signed up to take exams to remind them of the date, time and location. The female applicants are provided reminders throughout the process to encourage their continued progression. Those who do not pass any particular examination (written or physical fitness) are provided resources and encouraged to apply again.

Step 5 & 6: Objectives and Steps

1. Identify any processes that might help encourage females (especially Hispanics) to apply for entry-level Police Officer positions.

- a. The City provides and reminds applicants who fail either the written examination or the physical fitness assessment workshops that provide information in preparation of the exams.
- b. The City encourages all eligible family members to attend the Citizen's Police Academy and/or participate in the Volunteers in Policing Program.

2. Identify any additional recruitment methods that may be utilized to attract females (especially Hispanics) to apply for entry-level Police Officer positions.

- a. The City makes appearances on various military bases throughout the region with an emphasis on females who will be exiting the military soon.
- b. The City takes advantage of social networking websites (Facebook, Twitter, blogs, etc.) to target a female audience.
- c. The City develops promotional materials which will include an addition to their webpage that provides information on Women in Policing (WIP) and provides firsthand accounts of their experiences and posters targeted at females for local schools and colleges.
- d. The department designs a "ride along" program that provides females the opportunity to experience a typical day of a female patrol officer or detective.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP Short Form to all employees in a supervisory position.
2. Send an email and a memo to all employees informing them of the availability of a copy of the EEOP Short Form upon request.
3. Division commanders will ensure that a copy of the EEOP Short Form is posted on a bulletin board in a prominent location for each division.

Step 7b: External Dissemination

1. Include on all job postings that applicants may obtain a copy of the EEOP Short Form on request.
2. The EEOP Short Form will be posted on the Department's website thereby increasing access to citizens and interested prospective employees.

Utilization Analysis Chart
Relevant Labor Market: Bexar County, Texas

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	6/38%	6/38%	0/0%	0/0%	0/0%	0/0%	0/0%	2/12%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	29,725/35%	16,590/20%	2,515/3%	135/0%	850/1%	20/0%	350/0%	17,470/21%	13,890/16%	2,210/3%	135/0%	745/1%	0/0%	205/0%
Utilization #/%	2%	18%	-3%	-0%	-1%	-0%	-0%	-8%	-4%	-3%	-0%	-1%	0%	-0%
Professionals														
Workforce #/%	11/16%	10/15%	2/3%	0/0%	0/0%	0/0%	0/0%	10/15%	34/50%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	31,325/28%	14,230/13%	2,730/2%	165/0%	1,640/1%	20/0%	405/0%	34,085/31%	20,485/18%	4,005/4%	165/0%	1,550/1%	55/0%	365/0%
Utilization #/%	-12%	2%	0%	-0%	-1%	-0%	-0%	-16%	32%	-2%	-0%	-1%	-0%	-0%
Technicians														
Workforce #/%	1/6%	7/39%	3/17%	0/0%	0/0%	0/0%	0/0%	1/6%	6/33%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,960/18%	4,095/24%	695/4%	50/0%	195/1%	10/0%	75/0%	3,185/19%	4,050/24%	1,160/7%	10/0%	240/1%	0/0%	85/1%
Utilization #/%	-12%	15%	13%	-0%	-1%	-0%	-0%	-13%	9%	-7%	-0%	-1%	0%	-1%
Protective Services: Sworn-Officials														
Workforce #/%	348/53%	228/35%	30/5%	0/0%	2/0%	0/0%	0/0%	26/4%	18/3%	4/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,715/35%	4,230/40%	720/7%	15/0%	45/0%	0/0%	80/1%	625/6%	840/8%	215/2%	0/0%	4/0%	0/0%	4/0%
Utilization #/%	18%	-6%	-2%	-0%	-0%	0%	-1%	-2%	-5%	-1%	0%	-0%	0%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	546/34%	813/51%	76/5%	1/0%	6/0%	0/0%	0/0%	49/3%	97/6%	7/0%	1/0%	1/0%	0/0%	0/0%
Civilian Labor Force #/%	8,225/14%	22,970/38%	2,000/3%	85/0%	260/0%	10/0%	140/0%	6,405/11%	17,715/29%	1,790/3%	45/0%	290/0%	25/0%	170/0%
Utilization #/%	21%	13%	1%	-0%	-0%	-0%	-0%	-8%	-23%	-3%	-0%	-0%	-0%	-0%
Protective Services: Non-sworn														
Workforce #/%	13/11%	22/19%	1/1%	0/0%	0/0%	0/0%	0/0%	25/22%	52/45%	3/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	70/12%	120/20%	40/7%	0/0%	0/0%	0/0%	0/0%	140/23%	215/36%	20/3%	0/0%	0/0%	0/0%	0/0%

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	-0%	-1%	-6%	0%	0%	0%	0%	-2%	9%	-1%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	34/11%	43/14%	5/2%	1/0%	1/0%	0/0%	0/0%	32/10%	177/57%	16/5%	0/0%	1/0%	0/0%	0/0%
CLS #/%	24,410/14%	30,300/17%	3,925/2%	150/0%	755/0%	75/0%	330/0%	43,205/25%	62,405/35%	8,055/5%	250/0%	1,360/1%	50/0%	655/0%
Utilization #/%	-3%	-3%	-1%	0%	-0%	-0%	-0%	-14%	22%	1%	-0%	-0%	-0%	-0%
Skilled Craft														
Workforce #/%	1/20%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	18,135/29%	38,495/61%	1,850/3%	150/0%	290/0%	25/0%	310/0%	1,425/2%	2,115/3%	195/0%	20/0%	180/0%	0/0%	10/0%
Utilization #/%	-9%	-1%	-3%	-0%	-0%	-0%	-0%	-2%	17%	-0%	-0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	1/11%	8/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,630/13%	61,020/38%	7,045/4%	200/0%	1,445/1%	35/0%	565/0%	15,295/10%	45,490/28%	5,090/3%	135/0%	1,865/1%	80/0%	450/0%
Utilization #/%	-2%	51%	-4%	-0%	-1%	-0%	-0%	-10%	-28%	-3%	-0%	-1%	-0%	-0%

Law Enforcement Category Rank Chart

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief														
	Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Assistant Chief														
	Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%
Deputy Chief														
	Workforce #/%	2/40%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain														
	Workforce #/%	10/59%	4/24%	0/0%	0/0%	0/0%	0/0%	0/0%	2/12%	1/6%	0/0%	0/0%	0/0%	0/0%
Lieutenant														
	Workforce #/%	22/47%	16/34%	3/6%	0/0%	0/0%	0/0%	3/6%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant														
	Workforce #/%	113/55%	74/36%	8/4%	0/0%	0/0%	0/0%	7/3%	3/1%	2/1%	0/0%	0/0%	0/0%	0/0%
Detective-Investigator														
	Workforce #/%	199/53%	131/35%	19/5%	0/1%	2/1%	0/0%	16/4%	9/2%	1/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
	Workforce #/%	546/34%	813/51%	76/5%	1/0%	6/0%	0/0%	49/3%	97/6%	7/0%	1/0%	1/0%	0/0%	0/0%

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

W. M. W. S. Chief of Police 17 Dec 09